

DEPARTMENT OF GENERAL SERVICES
HALL OF RECORDS COMMISSION
RECORDS MANAGEMENT DIVISION

SCHEDULE
NO. 582-A Amdt. ✓

PAGE
NO. 1 of 4

RECORDS RETENTION AND DISPOSAL SCHEDULE

STATE DEPARTMENT OF EDUCATION

MARYLAND PUBLIC SCHOOL SYSTEMS

AGENCY

DIVISION

DESCRIPTION

RECORDS AND RECORD SERIES ARE LISTED BY ITEM NUMBER AND TITLE GIVING FORM NUMBER, IF ANY, DISTRIBUTION OF COPIES, AUDIT REQUIREMENTS AND THE RECOMMENDATION FOR RETENTION. IN SPECIAL INSTANCES, THE RECORD MAY BE MORE CLOSELY DESCRIBED GIVING COVERING DATES, SIZE AND QUANTITY OF RECORDS, FILE ARRANGEMENT, TYPE OF INDEXING AND A DESCRIPTION WITH RESPECT TO ORIGIN AND CONTENT, USE WHILE ACTIVE, AND RELATIONSHIP TO OTHER RECORDS.

Item
No.

Description and Retention

Schedule 582-A amends Schedule 582, "School Facilities"
Page 15, Approved February 7, 1973

SCHOOL FACILITIES

The attached letter, memorandum and list of records amends Schedule 582, page 15, approved February 7, 1973, as follows:

- a. Covering letter, Dr. Melvin L. Self, February 25, 1974, p.1.
- b. Explanatory memorandum, February 22, 1974, page 15-A
- c. Amendments and additions, pp. 15-B---15-C

Items 22 and 24, page 15-C (Form Nos. 304.5 and 306.2) are "Nonrecord" and not subject to the three (3) year statute of limitations which requires all records to be retained for three (3) years prior to disposal except those which are designated to be "Nonrecord" by the Hall of Records.

Schedule approved by Department, Agency or Division Representative

Signature

State Superintendent of Schools

March 20, 1974

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

March 20, 1974

Date

Archivist

3/20/74

Date

Secretary

RECORDS RETENTION SCHEDULE NUMBER 582A
Records Prescribed by the Maryland State Department of Education

Division: Administration and Finance
Section: School Facilities

| Item Number | Form Number | Record Title or Description | Confidential | (Lea) Location of Record Copy | Retention Period (years) | (Opt. Lea) Retention Extra Copies (Years) |
|-------------|-------------|--|--------------|-------------------------------|--------------------------|---|
| 1 | 102.1 | Supporting Data for Future Capital Projects in Five Year Plan | | | 6 | |
| 2 | 102.1a | Summary of Local Education Agency Current and Five Year Program Requests | | | 6 | |
| 3 | 103.1 | Annual Capital Budget Request | | | 6 | |
| 4 | 104.2 | Request for Approval of Architect/Engineer | | | 3 | |
| 5 | 104.3 | Transmittal of Agreement Between Owner and Architect (or Engineer) | | | 3 | |
| | 104.3a | Standard Form of Agreement with Architects and Engineers | | | P | |
| 7 | 105.1 | Scorecard for Selection of School Sites | | | 3 | |
| 8 | 105.1a | Immediate Vicinity Map | | | 3 | |
| 9 | 105.2 | Site Submission | | | P | |
| 10 | 202.2 | Educational Specifications Document Submission | | | 3* | |
| 11 | 202.4 | Spatial Requirements | | | 3* | |
| 12 | 202.5 | Schematic Design Submission | | | 3 | |
| 13 | 301.2 | Design Development Documents Submission | | | 3 | |
| 15 | 301.2a | Cost Estimate Worksheet | | | 3 | |
| 15 | 301.2b | Fire Protection and Code Data | | | 3 | |
| 16 | 302.1 | Construction Documents Submission (including construction documents) | | | P** | |
| | 303.3 | Equipment List Transmittal | | | 3 | |
| 18 | 303.3a | Equipment List | | | P | |
| 19 | 304.2 | Request for Approval of Construction Contract Award | 15B | | 3 | |

| Item Number | Form Number | Record Title or Description | Confidential | (LEA) Location of Record Copy | Retention Period (Years) | (Opt. LEA) Retention Extra Copies (Years) |
|--|----------------|--|--------------|-------------------------------------|--------------------------------|---|
| 20 | 304.4 | Transmittal of Agreement Between Owner and Contractor (including agreement document) | | | P | |
| 21 | 304.4a | Performance Bond | | | P | |
| 22 | 304.5 | Request for Microfilming of Construction Documents | | | 1 **** | |
| 23 | 305.1 | Change Order Submission and Illustration | | | P | |
| 24 | 306.2 | Quarterly Schedule of Cash Needs and Attachments A,B,C,D | | | 1 **** | |
| 25 | 306.3 | School Construction Monthly Financial Report | | | UA | |
| 26 | 307.1 | Related Contracts Exceeding \$5,000 | | | P | |
| 27 | 308.6 | Summary Supporting Request for Final Payment | | | P | |
| 28 | 501.1 | Request for Disposal of Property | | | 6 | |
| 29 | | LEA Correspondence Supportive of above records | | | *** | |
| <p>* Beyond date of completion and acceptance of building</p> <p>** May be linens, copies, or film records. "As Built" drawings may be substituted.</p> <p>*** Retention period to correspond with retention period prescribed for forms and attachments thereto.</p> <p>**** Forms 304.5 and 306.2 are house-keeping type records and are considered to be "Nonrecord" and are not subject to the three-year statute of limitations under the law. A retention period of one year is recommended.</p> | | | | | | |